

PRE-JOB BRIEFING CHECKLIST

Job Title: _____ Procedure or Tracking No.: _____

Name/Title of Person Conducting Briefing: _____ Date/Time: _____ / _____

The objective of a good pre-job briefing is to communicate an understanding of scope, hazards, and mitigation to enable the safe completion of work. Follow MCP-3003 for requirements. Additional Radiological Work Permit requirements found in box 11, page 2.	
Initial each box upon completion of the section during the pre- job briefing. Mark N/A in the comments box if this section is not applicable to this job.	Initials
1. Discuss Scope of Work to be Performed and Limiting Conditions. Comments:	
2. Review Hazards of the Job and Mitigation of those Hazards. (Including JSA's, Permits, LO/TO, FHL, etc.) Comments:	
3. Review Work Procedures and Initial Conditions Involved. Comments:	
4. Discuss Stop Work, Emergency Escape Routes, Contingencies, and Recovery Options for Potential Problems and Errors. Comments:	
5. Discuss Roles and Responsibilities, Handoffs, Stop Work, Training, and Work Restrictions. Identify job supervisor/person in charge. Comments:	
6. Discuss Needed Tools and Equipment Comments:	
7. Discuss Safety, Radiological (see box 11), Environmental Requirements/Wastes Comments:	
8. Discuss Error Likely/Feedback, /Lessons Learned, and Previous Experience with Similar Tasks Comments:	
9. Review 4 Key Questions (Everyone actively participates when conducting a pre-job briefing.)	
What are the critical steps or phases of this task? (Important parts of the task that must go right) How can we make a mistake at this point? (Review Error Precursors) What is the worst thing that can go wrong? (A review of potential consequences and contingencies) What barriers or defenses are needed? (Also discuss how to use the following when performing work: STAR, 3-way Communication, Place Keeping, Peer Check)	STAR S top – clear mind of other thoughts T hink – about task details and surrounding situation A ct – deliberate and safe actions R evue – for expected results
Comments:	

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[illegible]

- (1) Supervisor initials to verify employee's required training for planned work is current. Mark N/A for not applicable.
- (2) Worker's initials indicate attendance at the pre-job briefing and satisfactory understanding of all items discussed.

By my signature, I indicate that I have conducted the pre-job briefing covering all items indicated above concerning the requirements specified for the work to be performed.

Person Conducting Briefing: _____ Date/Time: _____ / _____

NOTE: Form 434.15, Pre-Job Briefing Attendance Record, is available to provide additional signature spaces for attendees and briefer to document completion of the briefing.